



**UNITED STATES AIR FORCE AUXILIARY  
CIVIL AIR PATROL  
HEADQUARTERS  
PENNSYLVANIA WING  
BLDG 3-108, FT INDIANTOWN GAP, ANNVILLE PA 17003  
PHONE: 717-861-2335 EMAIL: HQ@PAWG.CAP.GOV**

26 March 2012

**OPERATING INSTRUCTION 12-03**

**CREDIT CARD USE AND REPORTING**

References: CAPR-173-1, PAWGP-173 Wing Banker

**Authorized Corporate Credit Cards**

1. Graystone Visa, Multi Service Aviation Fuel, Home Depot, and Lowes American Express are the only authorized corporate credit card for Pennsylvania Wing.
2. Accounts other than these are considered personal accounts – all billing goes to the member's home address and will be paid by that member. Pre-approved purchases are reimbursed through by submitting a PAWGF-108, available on the Pa Wing website under Forms and Publications.
3. Distribution, assignment, and revocation of credit cards is done with the approval of the Wing Commander and authorized by the Finance Committee.

**Approved Expenses:**

All charges must be pre-approved or in the guidelines of the PA Wing Budget.

**Reconciliation of expenses**

1. All members will provide to Wing HQ to the attention of the Senior Wing Administrator a completed Credit Card Certification Form for all Credit Card Charges no later than 15 days after receiving the Credit Card Statement. With one exception Multi Service Cards charges will be submitted directly into WIMRS within 10 days of the purchase.
2. All members will provide to Wing HQ to the attention of the Senior Wing Administrator a completed CAPF 170 for any and all business meals and entertainment expenses within 15 days after receiving the Credit Card Statement.
3. Receipts are required to be forwarded with these reports. Copies and facsimiles are acceptable.

**Failure to comply**

Any member failing to provide reconciliation and receipts in a timely manner as described above will forfeit the convenience of maintaining a PA Wing Corporate credit card. Their card will be cancelled and all subsequent approved expenses will be reported on a PAWGF108 and reimbursed by check to the member.

**Point of Contact**

Questions on Credit Card use and Reporting should be directed to Lt Col DeEtte Riley, COMM: 814-880-9083 or by electronic mail at [driley@awandsons.com](mailto:driley@awandsons.com).